

# MEETING AGENDA

**City of Huntington Beach  
PERSONNEL COMMISSION  
Wednesday, January 16, 2008  
Civic Center, Room B-8  
5:30 P.M.**

## **1. CALL TO ORDER**

Commissioners: Gooch, Hunt, Barton, Garner, Bush, Clemens, Lipson  
Legal Counsel to the Personnel Commission: Jim Murphy, Esq.  
Staff Liaison: Bob Hall, Deputy City Administrator / City Services  
Also present:  
Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources,  
and Sandy Henderson, Administrative Aide

## **2. PLEDGE OF ALLEGIANCE**

## **3. PUBLIC COMMENTS**

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

## **4. APPROVAL OF MINUTES**

Meeting of December 19, 2007

## **5. DEMONSTRATION OF NEOGOV RECRUITMENT SOFTWARE**

HR Administrative Analyst Patricia Albers will conduct a demonstration of the newly launched NEOGOV Recruitment Software

## **6. PUBLIC HEARING**

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference material included:

### **6.1**

- I. Discussion on revisions to the job specification for the following positions in the Information Services Department:
  - A. Business Systems Manager
  - B. Public Safety Systems Manager

- C. Network Systems Administrator
- D. Geographic Information Systems Analyst I
- E. Geographic Information Systems Analyst II
- F. Geographic Information Systems Manager
- G. Information Systems Analyst I
- H. Information Systems Analyst II
- I. Information Systems Analyst III
- J. Information Systems Analyst IV
- K. Information Systems Analyst, Senior
- L. Information Systems Communication Manager
- M. Information Systems Computer Operations Manager
- N. Information Systems Specialist I
- O. Information Systems Specialist II
- P. Information Systems Specialist III
- Q. Information Systems Technician I
- R. Information Systems Technician II
- S. Information Systems Technician III
- T. Information Systems Technician IV
- U. Information Systems Technician, Senior
- V. Business Applications Systems Supervisor

II. Discussion on revisions to the job specification for the following positions in the Police Department:

- A. Alarm Services Coordinator

III. Discussion on revisions to the job specification for the following positions in the Human Resources Department:

- A. Safety Officer

#### **6.2. Recommended Action:**

- I. Approve the revised job specifications for Information Services positions A - V amending the City's Classification Plan.
- II. Approve the elimination of the position of Alarm Services Coordinator amending the City's Classification Plan
- III. Approve the revised job specification and title change for the position of Safety Officer amending the City's Classification Plan.

### **7. COMMISSION GOALS FOR THE COMING YEAR**

- Personnel Commission Handbooks
- Administrative Leave

This item has been placed on the agenda at the request of the Personnel Commission Chair. Staff will provide a status update (Attachment).

### **8. LABOR RELATIONS UPDATE**

### **9. SECRETARY'S REPORT**

## **10. COMMENTS FROM COMMISSIONERS**

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

## **11. INFORMATION ITEMS**

Grievance Report – January 2008

## **12. ADJOURNMENT**

Meeting adjourned to the next regularly posted meeting of February 20, 2008.

**ITEM # 4**

**MINUTES**  
City of Huntington Beach  
**PERSONNEL COMMISSION**  
**12/19/07**

Pending approval by the Personnel Commission at the meeting on 1/16/08  
(These minutes are not verbatim. A taped recording of the meeting is available in the Human Resources Department, lower level of City Hall, for one year following meeting date.)

**ITEM 1**  
**CALL TO ORDER**

Chairman Gooch called the Commission meeting to order at 5:30PM.

**ROLL CALL**

Commissioners present: Barton, Clemens, Gooch, Hunt  
Commissioners absent: Bush, Garner and Lipson  
Others Present: Bob Hall, Deputy City Administrator  
Michele Carr, Director of Human Resources  
Mavic Hizon, Administrative Aide  
Bill Davis, MEA Legal Representative  
Pete Raia, Public Works Employee

**ITEM 3**  
**PUBLIC COMMENTS**

There were no public comments.

**ITEM 4**  
**APPROVAL OF MINUTES**

A motion was made by Commissioner Clemens and seconded by Vice-Chair Barton to approve the minutes as amended for the October 17, 2007 meeting. Item 12 (Adjournment) will be amended as follows: *"At 6:35PM Vice Chairman Barton motioned to adjourn the meeting to the posted meeting of November 21, 2007."*

VOTE: The motion was carried.  
AYES: 2  
NOES: 0  
ABSTAIN: (2) Gooch, Hunt  
ABSENT: (3) Bush, Garner, and Lipson

**ITEM 5 (Closed Session)**  
**PERSONNEL – SUPPLEMENTAL NON-DISCIPLINARY HEARING IN ACCORDANCE WITH PERSONNEL RULE 19**

The Commission reviewed the recommendations of Hearing Officer Joseph F. Gentile as contained in the Hearing Officer's report dated August 2007 regarding a reclassification appeal. By unanimous vote, the commission voted to affirm the hearing officer's decision. Mr. Bill Davis spoke briefly following the Commission's decision regarding the City's history in handling matters related to layoffs and the impact on position classes.

**ITEM 6**

**MINUTES**  
City of Huntington Beach  
**PERSONNEL COMMISSION**  
**12/19/07**

**COMMISSION GOALS FOR THE COMING YEAR**

Vice Chairman David Barton commented on continuing the work on maintaining consistency in job specifications.

**ITEM 7**

**LABOR RELATIONS UPDATE**

HR Director Michele Carr discussed the agreement reached by the City and the MEO (Management Employees Organization) to extend their labor agreement to five years. She also confirmed a sideletter to the POA agreement regarding the modification to retirement benefits for its non-safety members. Deputy City Administrator Bob Hall also noted the tentative schedule date in February 2008 of the City Council agenda item of the HBFA (Huntington Beach Firefighters' Association) labor agreement

**ITEM 9**

**SECRETARY'S REPORT**

HR Director Michele Carr discussed a planning calendar she is designing to schedule all requested position evaluations and reclassifications.

**ITEM 10**

**COMMENTS FROM COMMISSIONERS**

Vice Chairman Barton commented positively on the Ethics training (AB 1234) conducted by the City Attorney's office for Boards & Commissions every two years.

Chairman Gooch along with Commissioner Hunt requested for Michele to conduct for them the NeoGov presentation they had missed on the Personnel Commission meeting date of October 17<sup>th</sup>.

Commissioner Hunt inquired on the status of the Vacancy report and Michele noted that the Police recruitment is ongoing and announced the availability of staff dedicated to police recruitment efforts. Commissioner Clemens announced her planned absence from the next Commission meeting on January 16, 2008.

**ITEM 11**

**INFORMATION ITEMS**

Grievance Report - Commissioner Hunt inquired on a pending item on the Grievance Report that dated back to September 2006. Chairman Gooch requested for the Commission to receive hearing requests 1-2 months from when the Hearing Officer's report is issued and further requesting that any delay be addressed within the report.

**ITEM 12**

**ADJOURNMENT**

At 6:10PM Commissioner Hunt motioned to adjourn the meeting to the next posted meeting of January 16, 2008. The motion was seconded by Vice Chairman Barton and unanimously approved by the Commissioners present.

**ITEM # 6.1**

**ITEM # 6.1 I**





## CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE CARR, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** UPDATE OF MUNICIPAL EMPLOYEES ASSOCIATION AND MANAGEMENT  
EMPLOYEES ORGANIZATION POSITIONS IN THE INFORMATION SERVICES  
DEPARTMENT  
**DATE:** JANUARY 16, 2008

---

Regularly, the systems environment portion of the entire series of Information Services position classes requires an update due to changes in network system design, hardware and software applications and general advances in technology. As well, language in these job specifications regarding the flexibility to recruit across the series was (erroneously) omitted and is requested to be reinserted. These are non-substantive changes and assure the job specifications appropriately reflect the required qualifications. There are no other modifications to the classifications.

The City, MEA, and MEO have met and conferred regarding the recommended changes to these classifications. The recommended classification changes are a result of the department's review and the meet and confer process.

### CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Business Systems Manager	Business Systems Manager	Update
Public Safety Systems Manager	Public Safety Systems Manager	Update
Network Systems Administrator	Network Systems Administrator	Update
Geographic Information Systems Analyst I	Geographic Information Systems Analyst I	Update
Geographic Information Systems Analyst II	Geographic Information Systems Analyst II	Update
Geographic Information Systems Manager	Geographic Information Systems Manager	Update
Information Systems Analyst I	Information Systems Analyst I	Update
Information Systems Analyst II	Information Systems Analyst II	Update
Information Systems Analyst III	Information Systems Analyst III	Update
Information Systems Analyst IV	Information Systems Analyst IV	Update
Information Systems Analyst, Senior	Information Systems Analyst, Senior	Update
Information Systems Communication Manager	Information Systems Communication Manager	Update
Information Systems Computer Operations Mgr.	Information Systems Computer Operations Mgr.	Update
Information Systems Specialist I	Information Systems Specialist I	Update
Information Systems Specialist II	Information Systems Specialist II	Update
Information Systems Specialist III	Information Systems Specialist III	Update
Information Systems Technician I	Information Systems Technician I	Update
Information Systems Technician II	Information Systems Technician II	Update
Information Systems Technician III	Information Systems Technician III	Update
Information Systems Technician IV	Information Systems Technician IV	Update
Information Systems Technician, Senior	Information Systems Technician, Senior	Update
Business Applications Systems Supervisor	Business Applications Systems Supervisor	Update

**Affected Employees:**

N/A

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**Recommendation:**

Approve the updated class specifications.

Attachments: Job Specifications –

- A. Business Systems Manager
- B. Public Safety Systems Manager
- C. Network Systems Administrator
- D. Geographic Information Systems Analyst I
- E. Geographic Information Systems Analyst II
- F. Geographic Information Systems Manager
- G. Information Systems Analyst I
- H. Information Systems Analyst II
- I. Information Systems Analyst III
- J. Information Systems Analyst IV
- K. Information Systems Analyst, Senior
- L. Information Systems Communication Manager
- M. Information Systems Computer Operations Manager
- N. Information Systems Specialist I
- O. Information Systems Specialist II
- P. Information Systems Specialist III
- Q. Information Systems Technician I
- R. Information Systems Technician II
- S. Information Systems Technician III
- T. Information Systems Technician IV
- U. Information Systems Technician, Senior
- V. Business Applications Systems Supervisor

Cc: Jim Harker, MEO Legal Representative  
Kate Hoffman, MEO President  
Bill Davis, MEA Legal Representative  
Judy Demers, MEA President

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR**

**DATE: JANUARY 2008 ~~DECEMBER 2007~~ 2006**

**PERSONNEL COMMISSION APPROVAL: JANUARY 16, 2008 ~~DECEMBER 19,~~**

**2007 JULY 18, 2007**

**COUNCIL APPROVAL:**

**AUGUST 20, 2007**

**JOB CODE: 0115/0505/0116/0117/0118/0499**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEA: ISA I-IV**

**MEO: SENIOR ISA**

**FLSA STATUS: MEA NON-EXEMPT/ MEO EXEMPT**

### **DUTIES SUMMARY**

Performs programming, testing, troubleshooting, installation, implementation, documentation and maintenance of assigned systems, databases, programs and applications; troubleshoots, analyzes and resolves systems and applications hardware and software problems; analysts may be focused on specific areas such as networks, business applications, office automation, public safety, Web development or other business systems. .

### **DISTINGUISHING CHARACTERISTICS**

***Note: To meet operational needs of the department, recruitments to fill vacancies may address all positions in the series.***

### **INFORMATION SYSTEMS ANALYST I**

This is the entry and first working level into the Information Systems Analyst series. Positions at this level receive on the job training in order to learn and develop competencies in performing the essential functions of the job and to apply City and department policies and procedures in the assigned area of work.

### **INFORMATION SYSTEMS ANALYST II**

This is the second working and journey level within the Information Systems Analyst series; incumbents at this level are expected to perform the full range of duties in an assigned support area such as training, programming, testing, de-bugging, installing, documenting, and maintaining assigned applications including hardware and software. Incumbents may also have limited project responsibilities for less complex applications within their department

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



**TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR**

**DATE: JANUARY 2008 ~~DECEMBER 2007~~ 2006**

### **INFORMATION SYSTEMS ANALYST III**

This is the third and advanced journey level within the Information Systems Analyst series responsible for performing more complex application design, development, implementation, documentation and maintenance for City-wide or complex department applications. Incumbents at this level may be assigned project management duties for the applications supported.

### **INFORMATION SYSTEMS ANALYST IV**

This is the fourth working level within the Information Systems Analyst series. Incumbents at this level are responsible for the design, development, implementation, documentation and maintenance of complex City-wide or critical department applications. Incumbents at this level also serve as project manager on the applications supported when required.

### **SENIOR INFORMATION SYSTEMS ANALYST**

This is the fifth and highest working level in the Information Systems Analyst series. Incumbents at this level provide leadership to other professional and technical staff in the design, development, testing, documentation and maintenance of City-wide business applications such as JD Edwards, office automation, and City-View. These positions also serve as technical experts in their assigned areas.

### **EXAMPLES OF ESSENTIAL DUTIES**

Performs systems administration duties on assigned systems; installs, tests, de-bugs and maintains applications within an assigned area; creates design documents; writes codes; analyzes user needs by evaluating manual processes and identifying technology solutions; designs, develops, tests, trains users, documents and maintains various databases; produces reports through databases or using report writing tools; sets up processes; troubleshoots and resolves issues at the server level; develops quality technical documentation on processes, databases, and programs; may perform project management duties on assigned systems projects; may be assigned full responsibility for specific systems and databases; may be focused on a specific area such as networks, office automation training, document imaging, financials, web development and maintenance, or public safety systems; performs research, gathers costing information, recommends hardware and software; gathers vendor quotes and assists in budget preparation; maintains effective relationships with vendors and their technical support personnel; trains users on database or software applications; creates training

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR**

**DATE: ~~JANUARY 2008~~ ~~DECEMBER 2007~~ 2006**

curricula and facilitates training for City employees on assigned applications; performs system administration tests such as database security management and disaster recovery; implements access controls; creates and tests back up procedures; validates data integrity; evaluates, plans, implements, and integrates new systems; troubleshoots and resolves network problems and ensures security; serves as liaison between end users and members of the project team; develops web applications, business objects, server components and data interfaces; attends and participates in professional group meetings; stays abreast of latest trends and innovation in technology field; studies the overall functions of assigned areas in specific departments to better analyze automation needs; works with IS Links to improve services, policies, and procedures; assists in development and maintenance of City-wide standards, policies, and procedures; assists other workgroups as assigned; provides consultation and integration services; configures and installs servers; studies and charts systems and procedures workflow; and performs related duties and responsibilities as assigned.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

### **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Mandatory requirements of all Analyst series classifications:**

Must be able to carry a call out device and respond to emergency services call out; must pass a police background investigation; possession of a valid class "C" California driver's license by time of appointment; must read, sign, and commit to abiding by City standards, policies and procedures.

### **INFORMATION SYSTEMS ANALYST I**

**Knowledge of:** Operations, services and activities of information systems programs; principles and practices of computer science and information systems; basic operational characteristics of a variety of computer systems, applications, hardware, software and peripheral equipment; time management principles and techniques; customer service principles and practices; basic technical writing and documentation methods and techniques; a variety of common operating systems, database platforms and programming languages; basic programming methods and techniques; basic systems

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR**

**DATE: ~~JANUARY 2008~~ ~~DECEMBER 2007~~ 2006**

and software application troubleshooting methods and techniques; principles, practices, methods and techniques used in the installation, troubleshooting and maintenance of systems and applications; proper grammar, punctuation and spelling; pertinent Federal, State and local codes, laws and regulations.

**Ability to:** Perform routine programming duties; troubleshoot system and application problems using logical and methodical processes; read, interpret and apply technical publications, manuals and other documents; learn to install, troubleshoot, test and support systems and applications; provide technical support to systems or application design and development projects; learn to create reports, presentations and other special documents through database and report writing tools; work both independently and as a cohesive team member; learn methods and techniques of using a variety of application design and development tools; learn principles and practices of quality assurance; learn methods and techniques of programming a variety of applications and systems; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; adapt to a fast paced environment and work both independently and as part of a team.

**Education:** Bachelor's degree in Computer Science or closely related field.

**Experience:** Two (2) or more years as a Senior Technician or equivalent; one (1) or more years as a programmer.

### **INFORMATION SYSTEMS ANALYST II**

**Knowledge of:** In addition to the Information Systems Analyst I knowledge requirements, note that the "basic" designation at the I level are removed; incumbents at the II level should also have the identified knowledge of: information systems security concepts, practices and methods; principles and practices of quality assurance; principles and techniques of project management; network principles.

**Ability to:** In addition to the ability requirements of Information Systems Analyst I, the "learning" designation at the I level are removed; incumbents at the II level should have the identified abilities of; analyze, identify and resolve systems and applications malfunctions; analyze, troubleshoot and remediate systems and application errors; effectively communicate technical information to users; maintain service attitude; apply organizational methods and practices to manage workload effectively and efficiently; cross train others; absorb and apply higher-level technical information;

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR**

**DATE: JANUARY 2008 ~~DECEMBER 2007~~ 2006**

**Education:** Bachelor's degree in Computer Science or closely related field.

**Experience:** Two (2) years or more as an Information Systems Analyst I or equivalent.

### **INFORMATION SYSTEMS ANALYST III**

**Knowledge of:** In addition to knowledge requirements of Information Systems Analyst I/II; advanced detection, diagnosis and resolution of complex malfunctions of systems and applications; operational characteristics of a variety of operating systems and environments; principles and practices of network design and administration, database administration and security methods.;

**Ability to:** In addition to abilities of Information Systems Analyst I/II; provide assistance to other workgroups as needed; work as a leader and/or member in teams assigned advanced technical projects; train and cross-train in advanced technical concepts and disciplines.

**Education:** Bachelor's degree in Computer Science or closely related field.

**Experience:** Two (2) years or more as an Information Systems Analyst II or equivalent.

### **INFORMATION SYSTEMS ANALYST IV**

**Knowledge of:** In addition to knowledge requirements of Information Systems Analyst I/II/III; advanced and specialized troubleshooting, diagnosis and problem resolution in focused areas such as City wide business applications, website development, networks, financials, Public Safety systems, etc; advanced and specialized expert knowledge of focused software such as operating systems, programming languages, database platforms and City wide applications; advanced tools and techniques for focused problem resolution; relational database management concepts; web based languages and network technologies;

**Ability to:** In addition to abilities of Information Systems Analyst I/II/III; provide high level, advanced technical support to specialized areas and environments; provide a leadership role in teams or in managing assigned projects.

**Education:** Bachelor's degree in Computer Science or a closely related field; completion of specialized training or specific software applications so as to be considered an advanced technical support resource in that field of expertise.



## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR**

**DATE: JANUARY 2008 ~~DECEMBER 2007~~ 2006**

**Experience:** Two (2) or more years as an Information Systems Analyst III or equivalent; two (2) or more years in a focused specific discipline.

### **SENIOR INFORMATION SYSTEMS ANALYST**

**Knowledge of:** In addition to knowledge requirements of Information Systems Analyst I/II/III/IV; expert level on systems and software services, activities, procedures and responsibilities; expert level on various programming languages, database administration or systems; expert level on one or more focused disciplines.

**Ability to:** In addition to abilities of Information Systems Analyst I/II/III/IV; effectively perform all duties of an Analyst at an expert level; provide leadership to advanced systems projects and tasks; effectively train lower level staff and end users; effectively communicate technical information orally and in writing; perform complex analytical tasks; identify, recommend and implement improvements to systems, applications and service delivery; perform various supervisor level duties in supervisor's absence or as needed.

**Education:** Bachelor's degree in Computer Science or closely related field; for focused areas, certification in multiple disciplines or multiple certifications in a focused discipline.

**Experience:** Two (2) or more years as an Information Systems Analyst IV or equivalent; three (3) or more years in a specific, focused discipline.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS** – Work involves sedentary to light work in an office environment. There is frequent need to sit for extended periods and to lift light objects (up to 15 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.



## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR**

**DATE: JANUARY 2008 ~~DECEMBER 2007~~ 2006**

CITY OF HUNTINGTON BEACH  
INFORMATION SYSTEMS DEPARTMENT  
JOB SPECIFICATION -ATTACHMENT

November 7, 2007 January 2008 May 21, 2003

#### SYSTEMS ENVIRONMENT:

##### **Network**

~~The City's network is NT with all Cisco hardware including a Cisco 6509 core switch. Remote sites are connected via ISDN or fractional T-1 lines. Firewalls are Cisco Pix. Client server environment with 100mb fast Ethernet. TCP/IP is the protocol with address resolution via DNS and WINS. Client addressing is static. Monitoring of critical devices is via Cisco Works and Ipswitch Whatsup! Gold. There are multiple domains that will be collapsed at some point to only 1 or 2. There are approximately 1000 users.~~

With approximately 1000 users, the City operates under a Windows 2003 network with all Cisco hardware, including a Cisco 6509 core switch and Cisco Pix Firewalls. Remote sites are connected via Frame Relay or fractional T-1 lines. The internal network consists of a mixture of 1Gb and 100Mb Fast Ethernet switches and routers. TCP/IP protocol is used with address resolution via DNS and WINS with DHCP. Critical devices are monitored via Cisco Works and Ipswitch Whatsup! Gold.

##### **Public Safety**

~~Police are migrating in 2003 from a Unidata GEAC CAD/RMS system to Intergraph's CAD/RMS running on Windows 2000 and SQL. Police use the county's 800Mhz system. The City has an internal radio group that maintain the police radios which are ASTRO spectra 800's in the cars and portable XTS 3000's. MDCs in the cars are Motorola MW520s and motors use Panasonic Toughbooks. MDCs will be replaced as phase 2 of the Intergraph project. Motorola is currently under contract to install an independent wireless network utilizing 802.11b & g to operate in conjunction with the existing 800Mhz infrastructure.~~

~~Fire is currently contracting with Anaheim for CAD services. RMS is Firehouse, and Telestaff is used for scheduling.~~

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR**

**DATE: ~~JANUARY 2008~~ ~~DECEMBER 2007~~ 2006**

The Police Department operates under the county's 800MHz system and uses Intergraph's CAD/RMS running on Windows 2003 Servers utilizing Microsoft SQL Server. The City has an internal radio group responsible for maintaining the police radios which consist of ASTRO spectra 800's in police vehicles and portable XTS 3000's. MDCs in these vehicles consist of Motorola MW800s and Panasonic Toughbooks. Motorola is currently under contract to install an independent wireless network utilizing 802.11b & g to operate in conjunction with the existing 800MHz infrastructure. The Fire Department currently contracts with City of Anaheim for CAD services, uses Firehouse for RMS and Telestaff for scheduling.

### **Business Systems**

The City utilizes JD Edwards OneWorld Xe ERP system on Windows 2000 and SQL. Citrix servers are used for thin clients. JD Edwards comprises all the city's financials. Kronos is a timecard system on a Windows 2000 server and SQL. Cityview is the permitting system that will be used by multiple departments for permits, code enforcement, plan check, business licenses, etc. It also runs on Windows 2000 and SQL. GIS utilizes ESRI's software running on Windows 2000. Office Automation is Microsoft Exchange 5.5 Server in a Windows 2000 active/passive cluster configuration. Utiligy is a custom utility billing system that runs on an NT server and SQL. It intergrates with a Radex meter reading system. Crystal reports is used to produce bills and notices.

Microsoft Internet Explorer 6.x is the web browser. Connectivity is over 2 channelized T-1's and content filtering is provided by 8E6 R2000. The City continually expands the uses for its website, and plans to tie many of its business apps to the web such as paying utility bills and purchase of basic permits. There are also plans to build a robust intranet environment. City uses Ektron CMS200 for website content management and Cold Fusion 5.0 for website application development. The web servers are IIS 5.0/Apache running on Windows 2000.

The City utilizes JD Edwards OneWorld Xe ERP system on Windows 2003 server and MS SQL for all of the City's financials, Kronos for timecard/payroll system, and Cityview for the support of permitting, inspection, code enforcement, plan check, and business licensing. Office Automation is achieved through Microsoft Exchange 2003 Server and Office 2003 Professional. Citrix software provides thin client support for remote desktop applications. The City also runs a custom utility billing system called Utiligy which integrates with a Radex meter reading system and uses Crystal reports to produce bills and notices. Application development is performed with Microsoft Visual Studio 2005

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR**

**DATE: JANUARY 2008 ~~DECEMBER 2007~~ 2006**

utilizing technologies including C#, Visual Basic, JavaScript, XML, CSS, and AJAX.

#### Operations

The City's current desktop standards are Windows 2000 Pro, and Office 2000 Pro. The server and client hardware standard is Dell Power/Edge servers and Dell Optiplex workstations.

The City utilizes NAS for file sharing and database backups. Backups are performed with Syncsort Backup Express software and a Spectra Logic Gator 12000 tape library. Servers are backed up via TCP/IP. Filers are backed up via NDMP. Norton Anti-virus is the virus protection software.

The City's current desktop and hardware standards include Windows 2000 Pro, Windows XP, and Sever 2003 running on Dell Power/Edge servers and Dell Optiplex workstations. The City utilizes a NetApp NAS Group for file sharing and database backups. Backups are performed with Syncsort Backup Express software and a Spectra Logic Gator 12000 tape library. The City is also implementing a NetApp SAN solution to enhance storage capabilities. The City also uses VMWare for server and workstation virtualization. Virus protection is provided by Symantec Anti-virus software.

#### **Geographic Information Systems:**

The City utilizes ESRI's ArcGIS software running on Windows Server 2003 and XP, with the data consisting of over 300 layers stored in an SDE database utilizing MS SQL Server 2005. The GIS currently hosts a COM based desktop application as well as an ArcIMS based Internet application. The GIS Division is currently developing web based applications in ASP.NET and ArcGIS Server.

#### **Web Site:**

Connectivity is over two channelized T-1's and content filtering is provided by 8E6 R2000. The City continually expands the uses for its website and plans to tie many of its business applications to the web, such as paying utility bills and the purchase of basic permits. The City has also implemented a robust intranet environment know as "SurfNet". Currently, the City uses Adobe Contribute for content management, Cold Fusion MX for website application development, and IIS 6.0 web servers that run on

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR**  
**DATE: JANUARY 2008 ~~DECEMBER 2007~~ 2006**

[Windows 2003.](#)

**ITEM # 6.1 II**



## CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE CARR, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** ELIMINATION OF MUNICIPAL EMPLOYEES ASSOCIATION POSITION IN THE POLICE DEPARTMENT - ALARM SERVICES COORDINATOR  
**DATE:** JANUARY 16, 2008

---

Recently, a vacancy (due to retirement) arose regarding the position of ALARM SERVICES COORDINATOR. As is customary, prior to the commencement of a new recruitment for a vacant position, staff conferred with the hiring department to determine if in fact a review of the position was warranted. Based upon the input of the department supervisor and other department personnel, it has been determined that the position of ALARM SERVICES COORDINATOR is no longer required. The position classification duties and responsibilities are no longer accurate, nor relevant to the depth of functional operations within the department. The primary duties associated with police department operations as they relate to alarm services are fundamentally clerical in nature.

The journey-level technical and mechanical knowledge, skills, abilities, duties and responsibilities contained in the current ALARM SERVICES COORDINATOR class specification are no longer utilized nor required in the performance of the duties required within the department. System planning, specification review and/or bidding do not occur. Oversight of alarm, CCTV or other access control systems does not occur. Oversight of safety issues is performed within another classification. Journey-level knowledge of technical codes and mechanical operations is not required nor performed. Therefore, it is recommended the position be eliminated.

The City and MEA have met and conferred regarding the recommended changes to this MEA classification. The recommended classification changes are a result of the supervisor's review and the meet and confer process.

### CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Alarm Services Coordinator	Alarm Services Coordinator	Elimination of the Classification

**Affected Employees:**  
N/A

*At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.*

**Recommendation:**  
Approve the re-titled class specification and set the compensation as recommended.

Attachments: Job Specifications – Alarm Services Coordinator

Cc: Bill Davis, MEO Legal Representative  
Judy Demers, MEA President

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ALARM SERVICES COORDINATOR** **DATE: DECEMBER, 2001**

**JOB CODE: 0254**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEA**  
**FLSA STATUS: NON-EXEMPT**

**DUTIES SUMMARY**

With general supervision, enforces and recommends updates in the false alarm ordinance within the City, issues alarm permits, investigates false alarms, responds to citizen complaints and inspects alarm systems for proper installation and operation; and performs other duties as required within the scope of the classification.

**DISTINGUISHING CHARACTERISTICS**

The Alarm Services Specialist is a single position job class with responsibility for performing journey level monitoring, enforcing and investigating in order to enforce the false alarm ordinance within the City. This position does not have supervisory responsibility.

**EXAMPLES OF ESSENTIAL DUTIES**

Tracks and investigates false alarms; determines causes of false alarms and issues fines, as appropriate in an effort to reduce the incidence of false alarms; processes initial and annually renewable alarm permit applications; updates and modifies the City's alarm ordinance; provides advance alarm system planning; contacts vendors, writes and reviews bids for new or upgraded alarm systems. Maintains and upgrades the alarm system database, tracking permits and fine payments.

Interacts regularly with government officials, City department heads and the general public; negotiates settlements on large fines; resolves issues with repeat violators. Responds to citizen's complaints and inquiries; develops and presents educational programs in false alarm reduction; issues notices of correction of improperly installed systems; monitors state and federal legislations related to security, false alarm reduction and non-response status. Oversees the City's alarm, CCTV and access control systems preventative maintenance program.

Maintains files and records of work activities; attends training; supports and actively

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE:** ~~ALARM SERVICES COORDINATOR~~ **DATE:** ~~DECEMBER, 2001~~

~~promotes the City's safety programs; assists with periodic safety inspections; identifies and corrects safety hazards; works outside normal working hours as needed.~~

~~The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.~~

**QUALIFICATIONS**

~~Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:~~

**~~Knowledge of:~~** ~~City policies and procedures; City, state and federal false alarm and non-response statutes and codes; alarm system engineering, inspection and maintenance; uniform electric code; common tools and test equipment applicable to alarm systems; occupational hazards and necessary safety precautions applicable to maintenance and repair of alarm systems.~~

**~~Ability to:~~** ~~Read and interpret blueprints and electrical drawings; use a variety of test instruments and hand tools; draw plans and blueprints; respond quickly to critical situations, and carry out work assignments as instructed; maintain accurate records; communicate effectively orally and in writing; establish and maintain cooperative work relationships with those contacted in the course of work.~~

**~~Education:~~** ~~The equivalent of a high school diploma. Training in database software and related alarm programs is highly desirable~~

**~~Experience:~~** ~~Five (5) years of experience in alarm systems, access control or other computerized monitoring systems.~~

**~~Certifications/License:~~** ~~Possession of a valid California motor vehicle operator's license.~~

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS** ~~— Work involves exposure to potential physical harm. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~



**ITEM # 6.1 III**



**CITY OF HUNTINGTON BEACH  
INTER-DEPARTMENTAL COMMUNICATION  
HUMAN RESOURCES**

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE CARR, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** RETITLING OF MANAGEMENT EMPLOYEES ORGANIZATION POSITION IN  
THE HUMAN RESOURCES/RISK MANAGEMENT DEPARTMENT  
**DATE:** JANUARY 16, 2008

---

Recently, a vacancy arose regarding the position of SAFETY OFFICER. As is customary, prior to the commencement of a new recruitment for a vacant position, staff met with the hiring manager to determine if in fact a review of the position was warranted. Based upon the input of the department supervisor, it has been determined that minor modifications to the classification are required in order to effectuate a successful recruitment. The title of SAFETY OFFICER is recommended to be changed to SAFETY AND LOSS PREVENTION ANALYST. This title change more accurately reflects the analytical nature of the work performed. This request is for a title change and minor duties changes only. No compensation adjustment is requested.

The City and MEO have met and conferred regarding the recommended changes to this MEO classification. The recommended classification changes are a result of the supervisor's review and the meet and confer process.

**CLASSIFICATION RESULTS**

Position Title	Recommended Job Class	Action
Safety Officer	Safety and Loss Prevention Analyst	Title Change

**Affected Employees:**  
N/A

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**Recommendation:**  
Approve the re-titled class specification.

Attachments: Job Specifications – Safety Officer  
Safety and Loss Prevention Analyst

Cc: Jim Harker, MEO Legal Representative  
Kate Hoffman, MEO President

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: SAFETY & LOSS PREVENTION ANALYST OFFICER**  
**DATE: MARCH 2005**

**JOB CODE: 0511**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEO**  
**FLSA STATUS: EXEMPT**

### **DUTIES SUMMARY**

Performs responsible professional and technical work relating to occupational safety and health and loss prevention/control programs for the City, including identifying, evaluating, monitoring and minimizing potential hazards and injuries to City employees and properties; monitors claim investigations, record keeping and analysis relating to the City's workers' compensation program, and performs other related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Safety & Loss Prevention Analyst Officer works under the general direction of the Risk Manager, developing and coordinating a variety of loss control, health and environmental compliance programs to ensure the safety of employees, the public and City property. The Safety & Loss Prevention Analyst Officer coordinates assigned activities with other departments, divisions, outside agencies and the general public and provides highly responsible and complex staff assistance to the Risk Manager.

### **EXAMPLES OF ESSENTIAL DUTIES**

Plans, designs, develops and implements the City's safety and safety education programs, including citywide safety, health, loss prevention and environmental compliance activities; participates in the development and implementation of goals, objectives, policies and priorities for the City's Safety Program; evaluates and monitors City compliance with environmental regulations.

Conducts field surveys of City properties and facilities in order to identify potential hazards and safety violations; ensure compliance with applicable Federal and State regulations; recommend mitigation as necessary; determine methods for improved accident and loss prevention; respond to request for public safety inspections; conduct inspections of City facilities and public areas; ensure compliance with safety regulations regarding noise, pollution, confined space, and hazardous materials contamination.

Evaluates work methods, equipment and operating practices for potential safety hazardous and provides corrective recommendations; advises departments on

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: SAFETY & LOSS PREVENTION ANALYST OFFICER**  
**DATE: MARCH 2005**

CAL/OSHA and Federal/OSHA regulations; analyzes accidents to develop facts affecting accident prevention; advises managers, supervisors and employees on accident prevention and elimination of unsafe working conditions.

Prepares loss analysis reports and analyzes the City's loss experience and makes recommendations to control losses; coordinates recovery for injuries to City employees incurred from a third party. Ensures accurate assessment of losses; coordinates billing to appropriate parties; follows up and recommends legal actions as necessary.

Coordinates safety and accident prevention programs with the Workers' Compensation program; responds to emergency situations; accompanies regulatory agency personnel on investigation and enforcement inspections; maintains comprehensive records and data pertinent to programs. Is responsible for maintaining the City's CalOSHA log.

Participates in a variety of safety and loss prevention activities with various departments; including providing input regarding ~~on the City's~~ safety committees and meetings; coordinates an annual Health and Safety and Loss Prevention Fair; develops and maintains a resource center for safety training aids, films, videos and literature on a citywide basis; develops, implements and assists departments in implementation of a Citywide safety education program; coordinates and administers a variety of health and safety programs, including medical screening, blood lead level testing, and hearing conservation; administers the City's DMV pull notice program and Department of Transportation (DOT) random drug testing; stays abreast of new trends and innovations in the field of safety, and performs other related duties and responsibilities as assigned.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

### **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:** Principles, practices, methods and techniques of safety program development, implementation and administration; California State Labor Code relative to industrial safety, the Occupational Safety and Health Act (OSHA), and other applicable state and Federal laws, including OSHA reporting procedures and requirements; methods, techniques and practices used in the determination and elimination of occupational safety hazards; principles and practices of risk identification, loss prevention, loss control and risk transfer; evaluation and use of safety equipment; principles and practices of safety analysis; investigation techniques and practices; statistical and research methods; liability claims processing; safety training methods,

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: SAFETY & LOSS PREVENTION ANALYST OFFICER**

**DATE: MARCH 2005**

principles and techniques; modern office procedures and methods, including computer equipment and supporting word processing and spreadsheet applications.

**Ability to:** Read, interpret and apply laws, regulations and procedures applicable to safety and hazardous materials in the workplace; interpret, explain and ensure compliance with City safety policies and procedures; identify hazardous conditions; investigate and analyze accidents and safety hazards, determine proper course of action and effectively communicate and implement recommendations; introduce and effectively implement campaigns for the prevention and reduction of accidents; plan, develop and implement health and safety programs; prepare and maintain accurate and complete records; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**Education:** Education equivalent to graduation from a four-year college with a Bachelor's degree in business or public administration, safety/industrial engineering, or a related field.

**Experience:** Two (2) years of responsible experience in the development and administration of loss control, industrial safety or related programs.

**Certifications/License:** Valid California driver's license; a Certified Safety Professional (CSP) designation is desirable.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS** – Work is performed indoors and outdoors. When work is performed outdoors, there is exposure to heat, cold, noise, vibration, confining workspace, chemicals, mechanical hazards and electrical hazards. The incumbent stands, walks on level and uneven/slippery surfaces, kneels, twists, bends, pushes, pulls, crouches, stoops, climbs ladders, reaches, grasps, lifts and carries items weighing 35 pounds or less. Indoor work requires sitting at a desk or table for prolonged periods of time, use of a telephone, computer and screen. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

**ITEM # 7**

## Goals for the Personnel Commission & Staff

- Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
- Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
- Develop new classes to meet changing needs of the City.
- Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
- Design and conduct a Personnel Commission Orientation during the calendar year of 2008.

**ITEM # 11**



REPORTS WILL BE PROVIDED AT  
COMMISSION MEETING